Excel Data Bridge
PL_Invoice Function

Introduction

The PL_Invoice function includes two separate templates which are pre-mapped to Sage 200: -

- the **Singleline template** emulates the purchase invoice entry and credit note entry screens in Sage 200, which allow you to create either a single purchase invoice, or credit note.

- the **Multiline template** allows you to create multiple purchase invoices *and* credit notes in Sage 200 at once.

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Field Mappings

The field mappings are controlled within the **Designer** button in the Excel Data Bridge tab.

The **Information** section contains both Excel Data Bridge specific fields, and settings controlling how transactions can be posted to Sage 200.

The **PL Detail** section shows the available Sage 200 fields for line items in the left-hand column.

If an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet

The **PL Header** section shows the available Sage 200 fields for the invoice header details in the left-hand column.

Again, if an entry appears in the righthand column, it means the Sage 200 field is mapped to a cell, or range of cells in the worksheet.

An explanation of the property selected is shown at the bottom of the Designer window.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

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Singleline Template

The singleline template is divided into two sections in which you are required to enter data. The **invoice header information** can be entered in the top half of the template: -

Status			2ndReference	A118
URN			Validate2ndReference	TRUE
InvoiceCreditNoteIndicator	I		GoodsValue	10000
SupplierCode	ATL001		SettledImmediately	FALSE
ExchangeRate			DiscountDays	
InvoiceDate			DiscountValue	0
DueDate			TotalTaxValue	2000
Reference	24591		QueryFlag	
ValidateReference	TRUE		AuthorisationRequired	FALSE

The table below explains the purpose of each of the header fields: -

Status	Populated when selecting either the **Validate** or **Create Invoice** buttons on the Excel Data Bridge ribbon.
	• The default status on a successful validation will be **Pending**
	• The default status on a successful creation will be **Processed**
	When attempting to post to Sage 200, the status field should either be cleared, or display a status of **Pending**. Any other data entered in this field will prevent the transaction being created in Sage 200.
	Should an error be returned in this cell when attempting to post, it will appear in **red**. The error should be corrected in the worksheet, and the status field cleared before attempting to post again.
URN	Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted.
	The number returned in this field enables traceability of the transaction in Sage 200.
InvoiceCreditNoteIndicator	Advises Excel Data Bridge whether the transaction being posted is an **invoice**, or a **credit note.**
	• Enter **I** to create an invoice in Sage 200 (or leave cell blank)
	• Enter **C** to create a credit note in Sage 200

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SupplierCode	Enter the Sage 200 Supplier Account Reference in this field by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
ExchangeRate	Enter the required exchange rate for foreign currency transactions.
InvoiceDate	Enter the invoice/credit note date from the received document or leave the cell blank to post using today's date.
DueDate	Enter the due date shown on the received invoice or leave the cell blank to post using a due date calculated by taking the invoice date and adding to it the number of days displayed in the **Payment Terms** field in the **Payments** tab of the Sage 200 Supplier Record.
Reference	The invoice / credit note number is usually entered in this cell from the received document.
ValidateReference	Enter **TRUE** to check the data entered in the **Reference** cell is unique to that supplier and transaction date, else leave the cell empty to skip this validation.
2ndReference	Enter any additional reference for the document in this field.
Validate2ndReference	Enter **TRUE** to check the data entered in the **2ndReference** cell is unique to that supplier and transaction date, else leave the cell empty to skip this validation.
GoodsValue	Enter the **total net value** of the invoice.
SettledImmediately	Enter **FALSE** to post an invoice with the original VAT value, not taking into account any settlement discount that may have been offered. Enter **TRUE** to post an invoice with a reduced VAT value having taken into account any settlement discount offered.
DiscountDays	Enter the number of days in which any settlement discount is valid.
DiscountValue	Enter the total value of settlement discount offered.

TotalTaxValue	Enter the **total VAT / tax value** of the invoice.
QueryFlag	Enter any single alpha character in this cell, **except U**, to post the transaction in Sage 200 with a query flag
AuthorisationRequired	Enter **FALSE** to create an invoice without an authorisation flag. Leaving the cell empty will create the transaction either with or without authorisation based on the **Invoice Authorisation** settings held in the Processing tab in Ledger Settings.

The **invoice line-item information** can be entered in the main area of the worksheet: -

	LineType	Projectcode	ProjectItem	NominalCode	CostCentre	Department	Narrative	TaxCode	GoodsValue	TaxValue	DiscountValue	TransactionAnalysis
13	LineType	Projectcode	ProjectItem	NominalCode	CostCentre	Department	Narrative	TaxCode	GoodsValue	TaxValue	DiscountValue	TransactionAnalysis
14					41100	Ret	ADM	Cost of Sales - Default	1	1000	200		
15					41100	Ret	BES	Cost of Sales - Materials Bes	1	1000	200		
16					41100	SAL	ADM	Cost of Sales - Default	1	1000	200		
17					41100	SAL	BES	Cost of Sales - Materials Bes	1	1000	200		
18					41100	SCO	ADM	Cost of Sales - Default	1	1000	200		
19					41100	SCO	BES	Cost of Sales - Materials Bes	1	1000	200		
20					41200	INS	BES	Cost of Sales - Labour Install	1	1000	200		
21					41200	Ret	BES	Cost of Sales - Labour Bespok	1	1000	200		
22					41200	SAL	BES	Cost of Sales - Labour Bespok	1	1000	200		
23					41200	SCO	BES	Cost of Sales - Labour Bespok	1	1000	200		
24												

The table below explains the purpose of each of the line-item fields: -

LineType (Optional)	Tell Excel Data Bridge the type of transaction line you are trying to create from the following options: - • **P** = project line • **T** = tax line • **N** = nominal line Excel Data Bridge will post line items correctly **without** data being entered in this field. If you prefer **not** to use this an option, the field can be unmapped in the Designer and removed from the worksheet.
ProjectCode	If using Project Accounting in Sage 200, browse on this cell to gain access to project accounting data to assign a nominal line against a project code.
ProjectItem	If using Project Accounting in Sage 200, browse on this cell to gain access to project accounting data to assign a nominal line against a project item.

NominalCode	Browse on this cell to gain access to nominal data to assign a Sage 200 nominal code to a line-item.
CostCentre	The Sage 200 cost centre will be updated based upon nominal code selection.
Department	The Sage 200 department will be updated based upon nominal code selection.
Narrative	The Sage 200 nominal code name will be updated based upon nominal code selection.
TaxCode	Enter the Sage 200 tax code relevant to the line-item or browse the cell to select the tax code from your Sage 200 data.
GoodsValue	Enter the **net value** of the goods for the line-item.
TaxValue	Enter the **tax value** of the goods for the line-item.
DiscountValue	Enter the **discount value** of the goods for the line-item (if applicable)
TransactionAnalysis	Browse on this cell to assign the line-item to any existing Transaction Analysis codes set up in Sage 200.

Creating Transactions

Once you have entered your purchase invoice / credit note data in the template, you have the following options: -

- **Validate (optional) –** will run the data through a validation check and result in a status of Pending, if successful. If validation is unsuccessful, an error will be returned in red. This error must be rectified, and the error cleared from the status field before either validating again or selecting to Create Invoice.

- **Create Invoice** – will attempt to create the transaction in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to Processed, and the **URN** cell will be populated with the transaction number assigned in Sage 200 to enable the transaction to be traced.

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3	**Status**	Processed		**2ndReference**	A118	
4	**URN**	27058		**Validate2ndReference**		
5	**InvoiceCreditNoteIndicator**	I		**GoodsValue**	10000	
6	**SupplierCode**	ATL001		**SettledImmediately**	FALSE	
7	**ExchangeRate**			**DiscountDays**		
8	**InvoiceDate**			**DiscountValue**	0	
9	**DueDate**			**TotalTaxValue**	2000	
10	**Reference**	24591		**QueryFlag**		
11	**ValidateReference**			**AuthorisationRequired**	FALSE	
12						

The transaction can be traced in Sage 200 by the URN populated: -

Consolidating Tax Lines

By default, the tax element of an invoice or credit note being posted to Sage 200 will display a separate VAT entry for each nominal line. For example, an invoice created like this: -

NominalCode	CostCentre	Department	Narrative	TaxCode	GoodsValue	TaxValue	DiscountValue	TransactionAnalysis
41100	Ret	ADM	Cost of Sales - Default	1	1000	200		
41100	Ret	BES	Cost of Sales - Materials Bes	1	1000	200		
41100	SAL	ADM	Cost of Sales - Default	1	1000	200		
41100	SAL	BES	Cost of Sales - Materials Bes	1	1000	200		
41100	SCO	ADM	Cost of Sales - Default	1	1000	200		
41100	SCO	BES	Cost of Sales - Materials Bes	1	1000	200		
41200	INS	BES	Cost of Sales - Labour Install	1	1000	200		
41200	Ret	BES	Cost of Sales - Labour Bespok	1	1000	200		
41200	SAL	BES	Cost of Sales - Labour Bespok	1	1000	200		
41200	SCO	BES	Cost of Sales - Labour Bespok	1	1000	200		

Would display in the **VAT drilldown** in Sage 200 like this: -

To post the transaction into Sage with a consolidated tax value line instead, in the **Designer** of Excel Data Bridge, change the property for **Consolidate Tax Lines** to **True.**
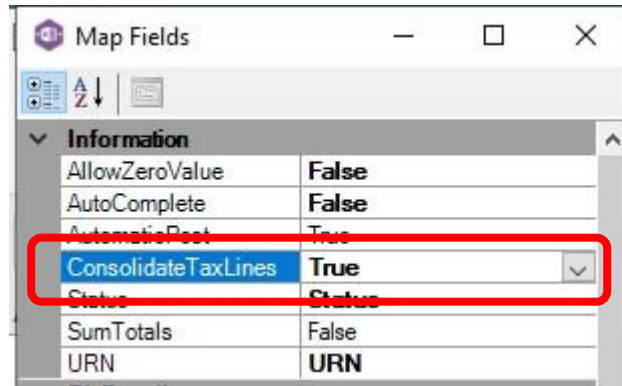
Result in Sage 200 when posting further invoices / credit notes with this property set to **True**.

Multiline Template

The format of the multiline template differs to the singleline template but offers similar fields as standard.

Columns A – N represent the **header fields** of the invoice / credit note

Columns O – Z represent the **line item fields** of the invoice / credit note

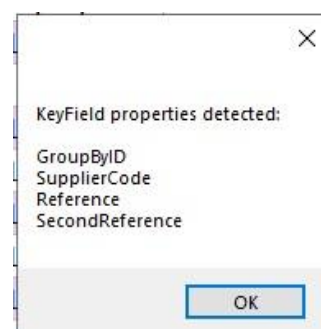|	O	P	Q	R	S	T	U	V	W	X	Y	Z
	LineType	ProjectCode	ProjectItem	NominalCode	CostCentre	Department	Narrative	GoodsValue	DiscountValue	TaxCode	TaxValue	TransactionAnalysisCode
				41200	INS	BES	Cost of Sales - Labour Install	100				
				41100	SAL	BES	Cost of Sales - Materials Bes	200				
		0000000017	Site Visit	41100	Ret	ADM	Cost of Sales - Default	1000		1	200	
				41100	Ret	BES	Cost of Sales - Materials Bes	1000		1	200	
				41100	SAL	ADM	Cost of Sales - Default	1000		1	200	
				41100	SAL	BES	Cost of Sales - Materials Bes	1000		1	200	
				41100	SCO	ADM	Cost of Sales - Default	1000		1	200	
				41100	SCO	BES	Cost of Sales - Materials Bes	1000		1	200	
				41200	INS	BES	Cost of Sales - Labour Install	1000		1	200	
				41200	Ret	BES	Cost of Sales - Labour Bespok	1000		1	200	
				41200	SAL	BES	Cost of Sales - Labour Bespok	1000		1	200	
				41200	SCO	BES	Cost of Sales - Labour Bespok	1000		1	200	

There will be slight variations in the default mappings shown in the Designer between the singleline and multiline templates, but the Sage 200 fields offered are the same.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

Extra fields available to the multiline template are **Group By ID** and **Transaction Analysis Code**

Group By ID

As standard, when posting to Sage 200, Excel Data Bridge will keep together any transaction lines entered containing the same **Supplier Code / Reference / 2ⁿᵈ Reference**. These fields are shown in the **Key Fields** area of Excel Data Bridge.

KeyField properties detected:

GroupByID
SupplierCode
Reference
SecondReference

OK

Invoice/Credit	GroupByID	SupplierCode	InvoiceDate	DueDate	Reference	2ndReference	NetValue	HeaderTax	ProjectCode	ProjectItem	NominalCode	CostCentre	Department	Narrative	GoodsValue	TaxCode	TaxValue	TransactionAnalysis
I	A	EVE001	16/12/2021	14/01/2022	200320201	200320201a	300				41200	INS	BES	Cost of Sales - Labour Install	100			
I	A	EVE001	16/12/2021	14/01/2022	200320201	200320201a					41100	SAL	BES	Cost of Sales - Materials Bes	200			
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a	10000	2000	0000000017	Site Visit	41100	Ret	ADM	Cost of Sales - Default	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41100	Ret	BES	Cost of Sales - Materials Bes	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41100	SAL	ADM	Cost of Sales - Default	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41100	SAL	BES	Cost of Sales - Materials Bes	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41100	SCO	ADM	Cost of Sales - Default	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41100	SCO	BES	Cost of Sales - Materials Bes	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41200	INS	BES	Cost of Sales - Labour Install	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41200	Ret	BES	Cost of Sales - Labour Bespok	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41200	SAL	BES	Cost of Sales - Labour Bespok	1000	1	200	
I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a					41200	SCO	BES	Cost of Sales - Labour Bespok	1000	1	200	

An additional key field for **Group By ID** also exists, in which unique data can be entered against each transaction line needing to be posted to a single transaction in Sage 200.

See screenshot below where the first invoice containing **two** line-items contains the letter **A** in the Group By ID column for each line; the second invoice containing **ten** line-items contains the letter **B** in the Group By ID column for each line.

Any unique data can be used to keep transaction line-items together, so using numbers 1 and 2 instead would have had the same effect.

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Transaction Analysis

Any transaction analysis codes appearing in the **Transaction Analysis Codes** are of Sage 200

are available to be browed upon in the Transaction Analysis Code column in Excel Data Bridge.

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Creating Transactions

Excel Data Bridge offers flexibility when creating data in Sage 200. Choose the method that suits your business best. You can use both methods if the process varies between suppliers.

Method 1 – post invoice using default nominal and tax analysis

When creating invoices/credit notes in Sage 200, if you do not assign any nominal or tax analysis details manually, the default settings for that supplier will be assigned from the supplier record.

This same method can be used when creating invoices / credit notes via Excel Data Bridge providing the property for **Auto Complete** in the Designer is set to **True.**

When creating the invoice / credit note, just enter the required data up to the **Net Value** column…

	Status	URN	Invoice/Credit	GroupByID	SupplierCode	InvoiceDate	DueDate	Reference	2ndReference	NetValue
3										
4			I		ABC001	13/12/2021	12/01/2022	1234	4321	300
5										
6			C		ABC001	14/12/2021	13/01/2022	92	CN87	50

…and Excel Data Bridge will assign default nominal and tax analysis details when posting to Sage 200.

Method 2 – select which nominal and tax analysis should be assigned

When creating invoices / credit notes that contain several lines of data going to different nominal codes: -

> Enter the same **header data** for each row belonging to the same transaction
>
> Enter the **total net** and **tax values** against the first row of each transaction

3	Status	URN	Invoice/Credit	GroupByID	SupplierCode	InvoiceDate	DueDate	Reference	2ndReference	NetValue	HeaderTax
4			I	A	EVE001	16/12/2021	14/01/2022	200320201	200320201a	300	20
5			I	A	EVE001	16/12/2021	14/01/2022	200320201	200320201a		
6											
7			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a	10000	2000
8			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
9			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
10			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
11			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
12			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
13			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
14			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
15			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		
16			I	B	FOR001	18/12/2021	16/01/2022	200320202	200320202a		

Each line-item can have its own **project / nominal code** and **tax code / value** assigned.

> The first invoice contains different **tax codes** and **values** for each line-item
>
> The second invoice contains a line-item assigned to a **project code** and **item**
>
> Both invoices contain several line-items assigned to different **nominal codes**

ProjectCode	ProjectItem	NominalC	CostCent	Depar	Narrative	GoodsValu	TaxCode	TaxValue	TransactionAnalysis
		41200	INS	BES	Cost of Sales - Labour Ins	100	1	20	
		41100	SAL	BES	Cost of Sales - Materials	200	0	0	
0000000017	Site Visit	41100	Ret	ADM	Cost of Sales - Default	1000	1	200	
		41100	Ret	BES	Cost of Sales - Materials	1000	1	200	
		41100	SAL	ADM	Cost of Sales - Default	1000	1	200	
		41100	SAL	BES	Cost of Sales - Materials	1000	1	200	
		41100	SCO	ADM	Cost of Sales - Default	1000	1	200	
		41100	SCO	BES	Cost of Sales - Materials	1000	1	200	
		41200	INS	BES	Cost of Sales - Labour Ins	1000	1	200	
		41200	Ret	BES	Cost of Sales - Labour Be	1000	1	200	
		41200	SAL	BES	Cost of Sales - Labour Be	1000	1	200	
		41200	SCO	BES	Cost of Sales - Labour Be	1000	1	200	

These will be the nominal codes and tax codes assigned to Sage 200 when creating invoices in Excel Data Bridge.

Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

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TaxValue	TransactionAnalysisCode	
		⌐

To add additional **rows**, firstly locate the cell at the bottom right-hand corner of the formatted table.

Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

To add an additional **column**, right click on the column heading where you would like your new column to appear and select

Insert > Table Columns to the Left

A new column will be added, named **Column1.** Rename the column in Excel, then refer to the next section on how to map this column in the Designer.

Mapping a new column

Once a new column has been added to the template, it can be mapped to the required Sage 200 field.
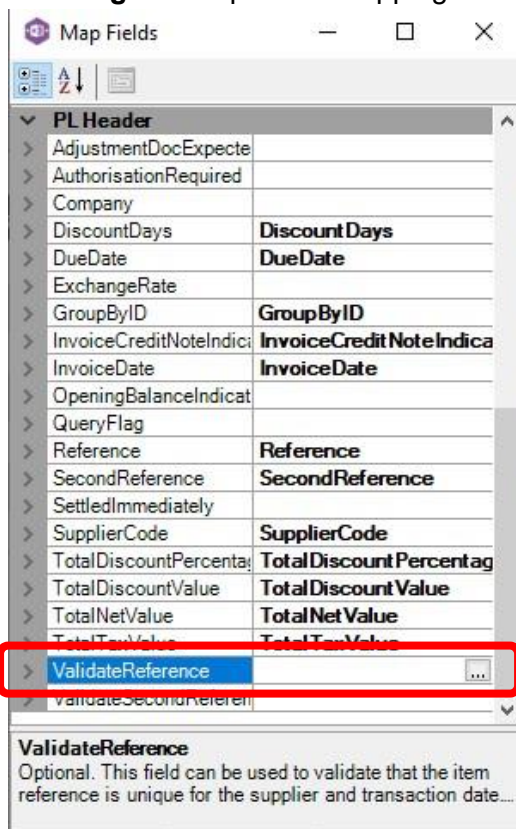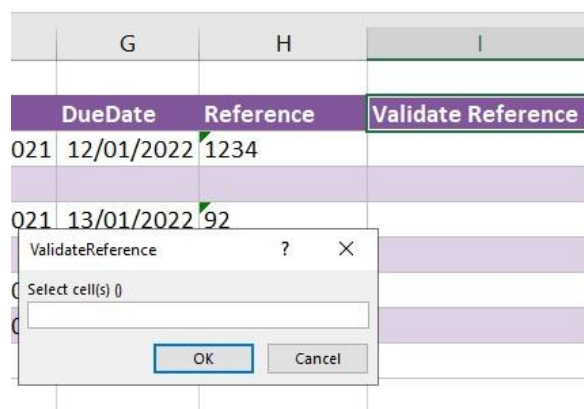
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New column added to the multiline template to allow the invoice number being added to the **Reference** field to be validated in Sage 200.

Click **Designer** to open the mappings for the template and locate the field to map the column to.
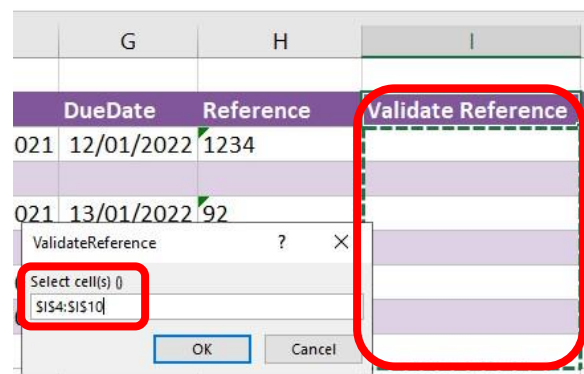

1. Click the [...] **Ellipsis** to the right of the Validate Reference field. The cell mapping window appears.

2. Now select the cell range for the **Validate Reference** column before clicking OK.

The column is now mapped and can be populated in Excel Data Bridge.

Deleting unwanted columns

Deleting unwanted columns within a template is a two-step process: -
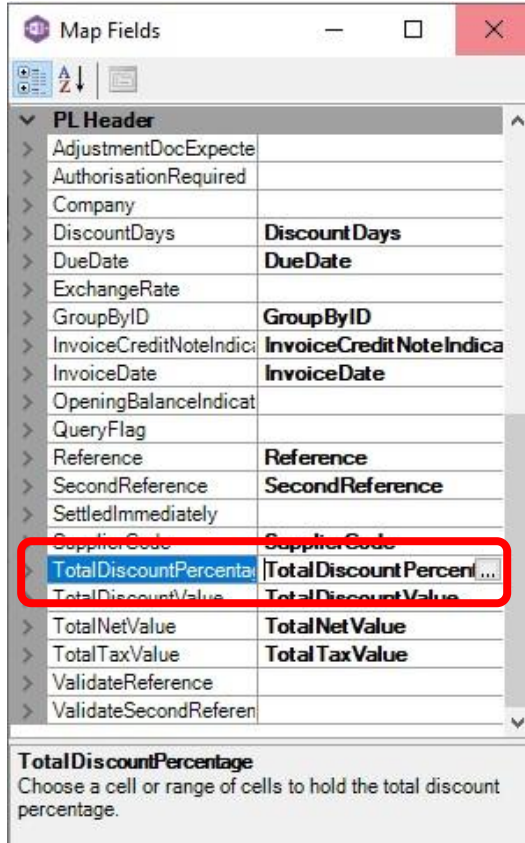
1. Remove the field mapping from the Designer

2. Delete the columns in the Excel template

Open the **Designer** to view the current field mappings.

1. Clear the mapping against the field no longer required.

2. Repeat for any other unrequired fields

3. Close the Designer.

4. Click **Validate Design** to check for errors.

Right click the column heading in the table and select **Delete > Table Columns**. Repeat for any other columns required.